



**POSITION TITLE:** Executive Director, Indian Center

**SUPERVISOR:** Board of Directors

## **POSITION RESPONSIBILITIES**

- **Setting the mission and strategic direction:** In collaboration with the Board of Directors define and revise the organization's vision, mission, and long-term strategies.
- **Cultural direction:** Provide the Indian Center with strong cultural direction including a vision and strategies that will enhance cultural opportunities and support the continued traditional practices of the Native American community.
- **Governance and oversight:** Establishing policies and procedures to govern the organization, including legal compliance and ethical standards.
- **Financial oversight:** Maintaining the organization's financial health by approving annual budgets, monitoring financial performance, and safeguarding assets.
- **Fundraising and resource development:** Play a role in fundraising efforts, building networks, and encouraging philanthropic support.
- **Advocacy:** Serving as the representative of the organization and the Native American Community, advocating for its mission, and enhancing its community relationships.
- **Evaluation and performance:** Assessing the organization's overall impact, and its programs and initiatives effectiveness.

## **PREFERRED QUALIFICATIONS:**

- Prefer bachelor's degree in Native American studies program, social services or related field. Experience with an associate's degree eligible
- Experience in a leadership position within Native American/Tribal Organization, Human Services organization or a related field.
- Meaningful experience working with a Native American community.
- Familiarity with employment law, basic accounting principles, and budget development.
- Strong leadership, communication, and public speaking skills.
- Must pass a criminal background check.

***Position closes December 18<sup>th</sup> 5:00 pm***

***Email resume and cover letter to Josie Shea, [j.shea@icindn.org](mailto:j.shea@icindn.org) or mail to***

***Josie Shea C/O Indian Center, 1100 Military Road, Lincoln NE 68508***

